

Producer Licensing FAQs

*Follow this [link](#) for **Continuing Education** questions.

Pre-licensing education classes	Taking the state exam	Apply for a license/Add another line	Transfer a Resident License/ Letter of Clearance	Renew or reinstate a license	A copy of the license
Licensing Fees	Find my Indiana license number or National Producer Number (NPN)?	Change information in a Agent/Agency record	Status of an application	Our address, phone numbers & fax number	

- **Where do I find pre-licensing education classes?**
 - Go to www.sircon.com. From the quick-start area, click through the “look up education courses” and choose Indiana.
 - Click through the “Approved Courses Inquiry” link.
Choose pre-licensing education in the drop down box at the top of the page.
 - Health courses and combined Life & Health courses are found on the Life page.
 - Personal Lines courses are found through the Property & Casualty page.
 - To set up a course, contact the education provider of your choosing.
 - ***There are so many education providers, which one should I choose?***
 - The Department of Insurance cannot recommend education providers. For your information, a chart of passing state exam rates for all pre-licensing education providers can be found [here](#).
- **How do I register to take the licensing exam?**
 - Test registration is done online [here](#). If this is your first time taking the test please click through the “Applicant Registration” link at the top right of the page.
 - ***I have registered before, but I don’t remember my login ID or password.***
 - Or -
 - ***I have registered before, but what if my personal information has changed?***
 - Call PAN, the testing vendor support line at **877-449-8378**.
 - If you need to reschedule an exam within 24 hours of your scheduled exam time, email IDOI_support@panpowered.com.

- **What's the status of my application?**
 - To review the status of a pending application, please begin with the www.sircon.com or www.nipr.com websites, depending on where you submitted your application
- **How do I apply for a license or add on another line of authority to my existing producer license?**
 - A Resident or Non-Resident producer license can be applied for online at www.sircon.com or www.nipr.com.
 - ***I have been licensed before, what if my personal information has changed?***
 - Please submit your application online as is. You may change your personal information through your [ProducerEDGE](#) account or by [Service Request Form](#) after your license has been reactivated. As the department no longer mails licenses, there is no risk of your license being mailed incorrectly.
 - ***I'm having trouble with the online application who should I call?***
 - For Sircon/Vertafore please call: (877) 876-4430
 - For NIPR please call: (855) 674-6477

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- **I'm transferring my resident license from/to another state, how do I apply?**
 - To transfer a resident license to Indiana, you must first update your address with your previous state and request a Letter of Clearance from that state, which surrenders your resident license with that state. Then, you may apply for a resident Indiana license online through either www.sircon.com or www.nipr.com. You must attach the Letter of Clearance to the application.
 - Many other states require a Letter of Clearance to transfer a resident license. To obtain a clearance letter from the IDOI please submit the [Service Request Form](#) to the department.
- **How do I renew my producer license?**
 - Renew your license online at www.sircon.com or www.nipr.com
 - Renewal invoices are generated and emailed as a courtesy 60 days in advance of the license expiration date.
 - ***I tried to renew through Sircon, but it couldn't find my invoice.***
 - Start from the Sircon home page, click renew a license, individual or firm, choose Indiana, and then click the "Search for a specific license" link.
 - If your license has become inactive within the past year you will need to **reinstate it, do not reapply.**

- Call Megan Canfield at 317-232-5265 or email MCanfield@idoi.in.gov for your particular license reinstatement procedures.

- ***What if I didn't get my renewal notice?***

- Renewal reminders are sent by email only.
 - If you do not have a correct email address on file with the department no notice will be sent. There is a possibility of an address violation for failure to notify the department of an email address.

Renewal notices are sent as a courtesy by the department. It is the responsibility of producers to complete any required continuing education and submit their online renewal applications on time.

- If you have completed all Continuing Education requirements for your license and are within 30 days of your expiration date, your renewal invoice will still be open online to be paid.
- If you need an extension to complete your CE requirements, please submit the [CE Extension Request Form](#) and fee *before* the expiration of your license.

- **I need to:**

- Change my residential or business address
- Change my personal or business name
- Update my email address
- Correct my SSN/FEIN/DOB
- Add or remove a designated responsible licensed producer (DRLP) with my business
- Request a Letter of Clearance
- Add an assumed business name (agencies only)
- Cancel my license or a line of authority on my license.
 - Please submit the [Service Request Form](#) to the contact at the top of the form.

- **How do I get a copy of my license?**

- As the department no longer mails paper licenses, a copy can be obtained at www.sircon.com through the "Print a License" link in the quick start area of the home page.
- ***Why is there a charge for my license?***
 - If you have not processed a license renewal or license application through www.sircon.com within the past 30 days they will charge for a copy of the license.
 - If you choose to sign up for the Sircon/Vertafore [ProducerEDGE](#) subscription service the license printing fee is waived.

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- **What is my Indiana license number or National Producer Number (NPN)?**
 - Follow this [link](#) to Indiana's Sircon/Vertafore page and click through the "Find your license number/NPN" link found on the left side of the home page.

Contact Information

Indiana Department of Insurance
Attn: Agency Licensing
311 West Washington Street, Suite 103
Indianapolis, IN 46204
Fax: 317-232-5251

- **Renewing or Reinstating** your license or have an **Adjuster Licensing** question?
 - Call Megan Canfield at (317) 232-5265 or email MCanfield@idol.in.gov
- Applying for a **New Non-Resident** Producer or Agency license or adding on a new line of authority?
 - Call Beth Miller at (317) 232-2411 or email BEmler@idol.in.gov
- Applying for a **New Resident** Producer or Agency license or adding on a new line of authority?
 - Call Matt Tapp at (317) 232-2414 or email MTapp@idol.in.gov
- Need to change your personal or agency **Information**?
 - Call Tina Cain at (317) 232-0688 or email TCain@idol.in.gov
- Have questions about your **Continuing Education**?
 - Call Dikitra Jefferson at (317) 232-5858 or email DJefferson@idol.in.gov

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Licensing Fees for Individuals and Business Entities

[Nonresident Retaliatory Fees](#)

- **Producer IC 27-1-15.6-32**
 - Application/Renewal
 - Resident: \$40
 - Nonresident: \$90
 - Reinstatement

- Resident: \$160
 - Nonresident: \$360
- **Surplus Lines IC 27-1-15.6-32**
 - Application/Renewal
 - Resident: \$80
 - Nonresident: \$120
 - Reinstatement
 - Only nonresident retaliatory states have reinstatement fee
- **Independent Adjuster IC 27-1-28-12, 27-1-28-13, 27-1-28-14 & 27-1-28-17**
 - Application/Renewal
 - Resident: \$40
 - Nonresident: \$90
 - Reinstatement
 - Resident: \$80
 - Nonresident: \$180
 - All Indiana Designated Home State (DHS) Independent Adjuster licensing fees are the same as Nonresident Independent Adjuster licensing fees.
- **Public Adjuster IC 27-1-24-4**
 - Application/Renewal
 - \$50
- **Consultants IC 27-1-15.6-23**
 - Application/Renewal
 - \$40
- **Portable Electronic, Self-Storage, & Travel Insurance IC 27-1-15.9-18, 27-1-16.1-16, & 27-1-15.6-19.7**
 - These license types follow the Producer fees for licensure with no nonresident retaliatory fees.

Nonresident Retaliatory State Fees

- IL http://www.in.gov/idoi/files/0528_001.pdf
- *CA, CT, MA, and NJ http://www.in.gov/idoi/files/New_Retaliatory_Fees.pdf

*New California Fees:

Producer - Individual \$154 per line of authority

Producer - Organization \$154 per line of authority

Producer - Organization, Credit \$371

Limited lines - \$154 per line of authority

Surplus Lines - Individual \$534

Surplus Lines - Agency/Entity \$1070

Public Adjuster - Individual or Entity \$218

Independent Adjuster - Individual or Entity \$257

Note: California considers a line of authority to Life only, Life, Accident & Health only, Accident & Health only, Property & Casualty only (P&C are combined as one).

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